

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are receiving and processing records and reports of the department. The Police Records Clerk enters records into the department computer, performs typing and filing duties, and acts as receptionist for the department. The employee of this class performs routine duties independently, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Enters routine information in departmental records and fills out all records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Takes minutes or notes at meetings. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Assists in maintaining a library or archives of materials for future use or reference by department personnel. Assists in periodical inspections of systems and facilities for maintaining records and reports.

Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Composes business letters using correct grammar and punctuation. Compiles and organizes data and writes reports needed for the operation of an assigned division.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Assists in making calculations necessary to compute payroll. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Prepares purchase requisitions according to departmental procedures. Issues payments from petty cash.

Locates repair services and arranges for repairs and maintenance of all assigned equipment. Distributes supplies and equipment as required.

Acts as receptionist to department visitors, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments, keeps records of schedules, and notifies of scheduled events. Performs public relations duties such as conducting tours of department facilities for school, civic, or other organized groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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